



2022-2023 IRS DATA RETRIEVAL INSTRUCTIONS

The Federal Central Processing Center requires that you (and your parents if you are a dependent student) provide documentation of your 2020 Federal Income Tax information on your FAFSA before your Federal Financial Aid eligibility can be determined by the college. If you have already filed your 2020 Federal taxes you can satisfy this requirement in one of the following ways:

- 1) UPDATE YOUR FAFSA USING THE IRS DATA RETRIEVAL TOOL (**this is the preferred method!**)
 - Go to studentaid.gov to update your 2022-2023 FAFSA information and click Login. Enter your login information and next choose 'Edit FAFSA Form and create save key.
 - Select Proceed to the IRS Data Retrieval Tool (DRT). Once your tax information is transferred, be sure to submit your FAFSA using the student and parent FSA ID.
 - If you need help you can view the HELP AND HINTS sidebar, you can utilize the LIVE HELP chat on the studentaid.gov website, or you can call 1-800-4FedAid.
 - The updated FAFSA should be received by CCC within 1 week. At that time the requirement will then be satisfied on your *myCayuga* account. Make sure to also complete any other requested documents posted on your *myCayuga* account to finalize your eligibility.

If you are not eligible for option #1 you will have to use one of the options listed below:

- 2) PROVIDE A SIGNED COPY of your and/or your parents **2020 Federal Income Tax Return(s) and all applicable schedules** to the CCC Student Financial Services Office.

- 3) CALL TO ORDER A TAX RETURN TRANSCRIPT (**This option may have limited availability**)
 - You can call 1-800-908-9946 to order a copy of your or your parent's 2020 Tax Return Transcript. Make sure to order a **Tax Return Transcript** for the 2020 tax year. **Do not order** an Account Return Transcript. (If you order an Account Return Transcript we will be unable to accept it and you will need to redo these steps again for a Tax Return Transcript.) When you receive your transcript in the mail you **MUST** submit it to the Student Financial Services Office along with any other requested documents. Please make sure that the student's name and C# are on all tax documents.

- 4) GO ONLINE TO GET A TAX RETURN TRANSCRIPT immediately or by mail. **Visit IRS.gov, click on "Get your Tax Record". Click on *Get Transcript by Mail* to request a mailed IRS Tax Return Transcript. Follow the prompts.**

The *Get Transcript Online* tool allows the user to immediately receive an online PDF version of their IRS Tax Return Transcript or, if appropriate, a verification of non-filing status. To use the *Get Transcript Online* tool, the user must (1) create an online account, (2) have access to a valid email address, (3) have a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (4) provide specific financial account information (such as a credit card number or an account number for a home mortgage or auto loan). Note that the IRS *Get Transcript Online* registration process will not result in any charges to the card or to the financial account. During the *Get Transcript Online* registration process, the IRS will send the user a confirmation code via email and an authentication code via text. The IRS email and text will contain a one-time code that the user will use to finalize the *Get Transcript Online* registration. Note that the IRS will never request login information or personal data via email or text. This option will also allow you to request a mailed copy of your Tax Return Transcript from the initial login screen.